



BERWICK ACADEMY

**Adams Drive
Berwick upon Tweed
TD15 2JF
Tel: 01289 305083
E-mail: Admin@berwickacademy.co.uk**

**Behaviour Support Assistant
37hrs *Term Time plus 5 days**

Band 4 - *£18,870 full year (*pro-rata)

Start Date September 2018

We are seeking to appoint an organised and enthusiastic Behaviour Support Assistant to assist our Pastoral Team. The successful candidate will have a key role working to monitor and positively support the behaviour, pastoral and academic welfare of our pupils. You will take an active part in the management of student behaviour in whole school which will include working closely with students, parents and outside agencies. The role includes administration and systems management and the supervision of behaviour support.

The successful candidate will be flexible in their approach, a good listener and communicator, have positive attitudes to young people and good organisational skills. Previous experience of uniformed services or working with young people would be an advantage.

Previous clerical and administrative experience involving direct contact with customers/services is essential. Experience of using SIMS (MIS) and a first aid at work qualification would be an advantage.

The post is for 37 hours Term Time Working hours will be between 8.00am – 5pm Monday to Friday.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. An enhanced DBS disclosure is required for this post.

An application pack, including an application form, is available to download from the vacancy section on the school's website www.berwickacademy.co.uk or by email request to half@berwickacademy.co.uk

If you would like further information please contact Fiona Hall Tel: 01289 305083
Completed application forms should be returned to the school by noon on Monday 16th July 2018 by emailing half@berwickacademy.co.uk or by post to the school address.

Shortlisting date – 16th July pm

Interview date confirmed as: 19th July 2018

Further information about the school can be found on our website:
www.berwickacademy.co.uk